



# COUNTY OF LOS ANGELES

## FIRE DEPARTMENT

1320 NORTH EASTERN AVENUE  
LOS ANGELES, CALIFORNIA 90063-3294

(323) 881-2401

P. MICHAEL FREEMAN  
FIRE CHIEF  
FORESTER & FIRE WARDEN

June 9, 2009

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**ACCEPT GRANT FUNDS FROM THE  
UNITED STATES DEPARTMENT OF HOMELAND SECURITY  
STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE  
GRANT PROGRAM; AND APPROVE AN APPROPRIATION ADJUSTMENT  
RECOGNIZING THE GRANT AND TRANSFERRING THE FUNDS TO THE  
SPECIAL OPERATIONS BUDGET UNIT, SALARIES AND EMPLOYEES  
BENEFITS AND SERVICES AND SUPPLIES APPROPRIATIONS  
(ALL DISTRICTS) (4-VOTES)**

**SUBJECT**

The Consolidated Fire Protection District of Los Angeles County (District) is requesting approval to accept \$163,000 in grant funding from the United States Department of Homeland Security (DHS) Staffing for Adequate Fire and Emergency Response (SAFER) Grant Number EMW-2008-FF-01037; and approval of an appropriation adjustment recognizing the grant funding and transferring \$129,000 to the District's Special Operations Budget Unit Salaries and Employees Benefits appropriation and \$34,000 to the Services and Supplies appropriation.

**IT IS RECOMMENDED THAT YOUR BOARD ACTING AS THE GOVERNING BODY  
OF THE CONSOLIDATED FIRE PROTECTION DISTRICT OF LOS ANGELES  
COUNTY:**

1. Accept a \$163,000 SAFER Grant from the United States DHS. This grant will provide funding for the District to enhance the Call Fire Fighter (CFF) Program. This grant does not require a District match (Attachment A).

SERVING THE UNINCORPORATED AREAS OF LOS ANGELES COUNTY AND THE CITIES OF:

AGOURA HILLS  
ARTESIA  
AZUSA  
BALDWIN PARK  
BELL  
BELL GARDENS  
BELLFLOWER

BRADBURY  
CALABASAS  
CARSON  
CERRITOS  
CLAREMONT  
COMMERCE  
COVINA

CUDAHY  
DIAMOND BAR  
DUARTE  
EL MONTE  
GARDENA  
GLENORA  
HAWAIIAN GARDENS

HAWTHORNE  
HIDDEN HILLS  
HUNTINGTON PARK  
INDUSTRY  
INGLEWOOD  
IRVINDALE  
LA CANADA-FLINTRIDGE

LA MIRADA  
LA PUENTE  
LAKEWOOD  
LANCASTER  
LAWDALE  
LOMITA  
LYNWOOD

MALIBU  
MAYWOOD  
NORWALK  
PALMDALE  
PALOS VERDES ESTATES  
PARAMOUNT  
PICO RIVERA

POMONA  
RANCHO PALOS VERDES  
ROLLING HILLS  
ROLLING HILLS ESTATES  
ROSEMEAD  
SAN DIMAS  
SANTA CLARITA

SIGNAL HILL  
SOUTH EL MONTE  
SOUTH GATE  
TEMPLE CITY  
WALNUT  
WEST HOLLYWOOD  
WESTLAKE VILLAGE  
WHITTIER

2. Approve the attached Appropriation Adjustment (Attachment B), recognizing \$163,000 in SAFER Grant funding to provide for tuition assistance incentives and enhancements to the District's CFF Program recruitment and retention plan.
3. Authorize the Fire Chief to sign any documents required by the United States DHS National Preparedness Directorate Grants Management Branch that are associated with the administration and management of this grant.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The purpose of the SAFER Grant Program is to enhance the abilities of local fire departments to comply with staffing, response, and operational standards. This grant has two eligible activities: *Hiring of Firefighters*; and, *Recruitment and Retention of Volunteer Firefighters*.

In July 2008, the District applied for and was subsequently awarded \$163,000 under the SAFER Grant Program *Recruitment and Retention of Volunteer Firefighters* activity to provide for tuition assistance incentives and enhancements to the District's CFF Program recruitment and retention plan.

The goal of this project, for which the SAFER Grant was awarded, is:

- Create a net increase in the number of CFF's trained and certified at the level of Emergency Medical Technician Is (EMT-1s), capable of safely responding to emergencies in rural and remote areas of Los Angeles County.
- Update and expand the existing CFF recruitment and retention plan, specifically to seek, recruit, and retain members of racial and ethnic minority groups and women, wherever possible, to increase the ranks within the District's CFF Program.

Approval of the recommendation now before your Board will provide \$129,000 to reimburse the District for Salaries and Employee Benefits; and, \$34,000 for purchases related to Services and Supplies. The appropriation adjustment will provide adequate funding to address the following:

- |   |           |
|---|-----------|
| • Salaries and Employee Benefits and<br>CFF base salary cost while attending EMT-1 Training | \$129,000 |
| • Services and Supplies   |           |
| EMT-1 Instructor Cost   | \$11,000  |
| EMT-1 Course Materials  | \$10,000  |
| National Registry Examination Accreditation Fee   | \$2,500   |
| Recruitment and Retention Plan Equipment/Supplies   | \$10,500  |

Implementation of Strategic Plan Goals:

Approval of the recommended action is consistent with the County's Strategic Plan Goal 5, Public Safety, which guides us to "ensure that the committed efforts of the public safety partners continue to maintain and improve the safety and security of the people of Los Angeles County."

**FISCAL IMPACT/FINANCING**

With your Board's approval of the attached Appropriation Adjustment (Attachment B), sufficient funding will be available in the District's Special Operations Budget Unit to address the projected needs for Fiscal Year 2008-09.

There is no cost-share or matching fund requirements for this grant. The District will be reimbursed by the United States DHS. There is no impact on net County cost.

**FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The United States DHS National Preparedness Directorate Grants Management Branch has provided the District with guidelines for the administration of the grant agreement. These guidelines detail the activities and expenditures that are allowable for reimbursement.

The Chief Executive Office and Auditor-Controller have reviewed the recommended action.

**CONTRACTING PROCESS**

A portion of the grant funding, totaling \$34,000, will be utilized for commodity purchases under the statutory authority of the County Purchasing Agent. The purchases will be requisitioned through, and accomplished by, the Purchasing Agent in accordance with the County's purchasing policies and procedures, established by the Internal Services Department.

**ENVIRONMENTAL DOCUMENTATION**

The recommended actions are not subject to the provisions of the California Environmental Quality Act. They will not result in a direct or reasonable foreseeable indirect physical change in the environment in accordance with Section 15061(b)(3) of the State of California Environmental Quality Act guidelines.

The Honorable Board of Supervisors  
June 9, 2009  
Page 4

**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

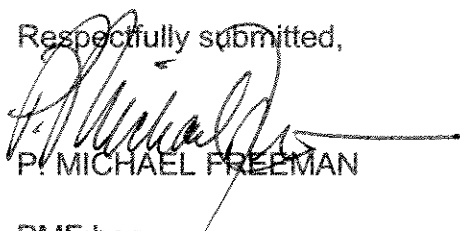
Approval of the recommended action will expand the quality and productivity of the District's emergency services.

**CONCLUSION**

Upon approval by the Board of Supervisors, please instruct the Executive Officer to return adopted copies of this letter to:

1. Consolidated Fire Protection District of Los Angeles County  
Executive Office  
1320 North Eastern Avenue  
Los Angeles, CA 90063

Respectfully submitted,



P. MICHAEL FREEMAN

PMF:heo

Attachments

c: Chief Executive Officer; County Counsel; Auditor-Controller;  
Executive Officer, Board of Supervisors

Panel Review

ATTACHMENT A

U.S. Department of Homeland Security  
Washington, D.C. 20472



FEMA

Mr. Edward Broomfield  
County of Los Angeles Fire Department  
1320 N. Eastern Avenue  
Los Angeles, California 90063-3294

Re: Grant No.EMW-2008-FF-01037

Dear Mr. Broomfield:

On behalf of the Department of Homeland Security (DHS), I am pleased to inform you that your grant application submitted under the FY 2008 Staffing for Adequate Fire and Emergency Response (SAFER) grants has been approved. The DHS Federal Emergency Management Agency's National Preparedness Directorate, in consultation with the U.S. Fire Administration, carry out the Federal responsibilities of administering your grant. The approved project costs total to \$162,700.00. The Federal share is \$162,700.00 of the approved amount and your share of the costs is \$0.00.

As part of your award package, you will find Grant Agreement Articles. Please make sure you read and understand the Articles as they outline the terms and conditions of your Grant award. Maintain a copy of these documents for your official file. **You establish acceptance of the Grant and Grant Agreement Articles when you request and receive any of the Federal Grant funds awarded to you.**

The first step in requesting your grant funds is to confirm your correct Direct Deposit Information. Please go on-line to the AFG eGrants system at [www.firegrantsupport.com](http://www.firegrantsupport.com) and if you have not done so, complete and submit your SF 1199A, Direct Deposit Sign-up Form. Please forward the original, completed SF 1199A, Direct Deposit Sign-up Form, signed by your organization and the banking institution to the address below:

Department of Homeland Security  
FEMA, National Preparedness Directorate  
Grants Management Branch  
500 C Street, SW, Room 334  
Washington, DC 20472

Attn: Staffing Adequate Fire and Emergency Response (SAFER)

After your SF 1199A is reviewed and you receive an email indicating the form is approved, you will be able to request payments online. Awardees will draw the Federal Share of the awarded amount on a reimbursement basis no more frequently than quarterly. If you have any questions or concerns regarding the process to request your grant funds, please call 1-877-274-0960.

Sincerely,

A handwritten signature in dark ink, appearing to read "R. David Paulison", is written over a light blue horizontal line.

R. David Paulison  
Administrator

## Agreement Articles

**FEMA**U.S. Department of Homeland Security  
Washington, D.C. 20472**AGREEMENT ARTICLES****STAFFING ADEQUATE FIRE AND EMERGENCY RESPONSE - Recruitment program****GRANTEE:** County of Los Angeles Fire Department**PROGRAM:** Staffing for Adequate Fire and Emergency Response (SAFER) - Recruitment**AGREEMENT NUMBER:** EMW-2008-FF-01037**AMENDMENT NUMBER:****TABLE OF CONTENTS**

|              |   |
|--------------|---|
| Article I    | Project Description                     |
| Article II   | Grantee Concurrence                     |
| Article III  | Period of Performance                   |
| Article IV   | Amount Awarded                          |
| Article V    | Requests for Advances or Reimbursements |
| Article VI   | Budget Changes                          |
| Article VII  | Financial Reporting                     |
| Article VIII | Performance Reports                     |
| Article IX   | DHS Officials                           |
| Article X    | Other Terms and Conditions              |
| Article XI   | General Provisions                      |
| Article XII  | Audit Requirements                      |

**Article I - Project Description**

The grantee shall perform the work described in the approved grant application's Program Narrative. That narrative is made a part of these grant agreement articles by reference. The SAFER Program is to award grants directly to volunteer, combination, and career fire departments to help the departments increase their cadre of firefighters.

After careful consideration, DHS has determined that the grantee's project submitted as part of the grantee's application, and detailed in the project narrative as well as the request details section of the application - including budget information - was consistent with the program's purpose and worthy of award. The grantee shall perform the work described in the approved grant application as itemized in the request details section of the application and further described in the grant application's narrative. These sections of the application are made a part of these grant agreement articles by reference. The grantee may not change or make any material deviations from the approved scope of work outlined in the above referenced sections of the application without prior written approval. Any material deviation from the approved program narrative will result in the grantee being in default of the grant agreement. This may result in requiring the recipient to return a portion or the entire

grant funding.

#### **Article II - Grantee Concurrence**

By requesting and receiving Federal grant funds provided by this grant program, the grantee accepts and agrees to abide by the terms and conditions of the grant as set forth in this document and the documents identified below. All documents submitted as part of the original grant application are made a part of this agreement by reference.

#### **Article III - Period of Performance**

The period of performance shall be from 08-APR-09 to 07-APR-13.

Grantees under the Hiring of Firefighters Activity must agree to a five-year commitment during which the Federal contribution toward the costs of the salaries and benefits will diminish over the course of the performance period. Grantees under the Recruitment and Retention Activity will have a period of performance up to four years depending on the scope of work outlined in their original grant application.

The grant funds are available to the grantee for obligation only during the period of performance of the grant award. A "recruitment period" of ninety (90) days will be provided for all grantees under both activities. Under the Hiring of Firefighters Activity as well as the Recruitment and Retention Activity, the five-year period of performance will start after this recruitment period. Under the Hiring of Firefighters Activity, if an awardee fills their awarded firefighter positions during the 90-day recruiting period, they will be afforded credit toward the final 12 months of the grant performance period, when the grantee must fund the entire salary. There will be no extensions to any SAFER grants. Award expenditures are for the purposes detailed in the approved grant application only. The grantee cannot transfer funds or assets purchased with grant funds to other agencies or departments without prior written approval from DHS.

#### **Article IV - Amount Awarded**

The amount of the award is detailed on the Obligating Document for Award attached to these articles. Following are the budgeted estimates for object classes for this grant (including Federal share plus applicable grantee match):

|                  |              |
|------------------|--------------|
| Personnel        | \$152,700.00 |
| Fringe Benefits  | \$0.00       |
| Travel           | \$0.00       |
| Equipment        | \$0.00       |
| Supplies         | \$10,000.00  |
| Contractual      | \$0.00       |
| Other            | \$0.00       |
| Indirect Charges | \$0.00       |
| Total            | \$162,700.00 |

#### **Article V - Requests for Advances or Reimbursements**

Grant payments under the SAFER grants are made on a reimbursable basis only. Awardees will draw the Federal share of the awarded amount on a reimbursable basis, i.e., grant funds will reimburse the grantee for actual expenses incurred in the previous quarter. When the grantee needs grant funds, the grantee fills out the on-line Request for Reimbursement which is in the Manage Grant module of the on-line grant application.

#### **Article VI - Budget Changes**

Occasionally, due to successful competitive bid processes, breaks in service etc, some grantees have funds remaining after the completion of their obligations outlined above. Grantees awarded under the Hiring of Firefighters Activity that completes the approved scope of work and still has grant funds available must return all excess funds to the grants program office. Grantees awarded under the Recruitment and Retention Activity that have completed the approved scope of work and still has grant funds available may use the excess funds to continue with recruitment or retention activities consistent with the original scope of work, as long as it is within the originally approved period of performance. No extensions to the period of performance will be granted.

#### **Article VII - Financial Reporting**

The Request for Reimbursement mentioned above, will also be used for interim financial reporting purposes. At the end of the performance period, or upon completion of the grantee's program narrative, the grantee must complete, on-line, a final financial report that is required to close out the grant. The Financial Status Report is due within 90 days after the end of the performance period.

#### **Article VIII - Performance Reports**

The grantee must provide periodic performance reports in conjunction with the quarterly payment requests to the AFG program office. *Performance reports must be submitted after each quarter even if funds are not requested.* In the fifth and final grant year for grants involving the Hiring of Firefighters, grantees will have to submit a performance report at the mid-point of the year and then at grant closeout. All grantees will be required to produce a final report on how grant funding was used and the benefits realized from the award. An accounting of the grant funds must also be included in the performance reports. The quarterly reports are due within 30 days of the end of each quarter (every three months) of the performance period.

#### **Article IX - DHS Officials**

**Program Officer:** Tom Harrington is the Program Officer for this grant program. The Program Officer is responsible for the technical monitoring of the stages of work and technical performance of the activities described in the approved grant application. Any member of the SAFER program staff may be contacted at 1-866-274-0960.

**Grants Assistance Officer:** Sheila Parker-Darby is the Assistance Officer for this grant program. The Assistance Officer is the Federal official responsible for negotiating, administering, and executing all grant business matters. If you have any questions regarding your grant please contact Sheila Parker-Darby at 1-866-274-0960.

**Grants Management Branch POC:** Walter Pickett is the point of contact for this grant award and shall be contacted for all financial and administrative grant business matters. If you have any questions regarding your grant please call 202-786-9524.

#### **Article X - Other Terms and Conditions**

Pre-award costs are not allowable in the Hiring of Firefighters Activity. Pre-award costs are allowable in the Recruitment and Retention of Volunteer Firefighters Activity on a case by case basis as approved by the program office.

#### **Article XI - General Provisions**

The following are hereby incorporated into this agreement by reference:

44 CFR, Emergency Management and Assistance

Part 7 Nondiscrimination in Federally-Assisted Programs

Part 13 Uniform administrative requirements for grants and cooperative



agreements to state and local governments

Part 17 Government-wide Debarment and Suspension (Non-procurement)  
and Government-wide Requirements for Drug-free Workplace  
(Grants)

Part 18 New Restrictions on Lobbying

31 CFR 205.6 Funding Techniques

OMB Circular A-21 Cost Principles for Educational Institutions

OMB Circular A-87 Cost Principles for State/local Governments, Indian tribes

OMB Circular A-102 Uniform Administrative Requirements for Grants and Cooperative Agreements with State  
and Local Governments

OMB Circular A-110 Uniform Administrative Requirements for Grants and Cooperative Agreements with  
Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations

OMB Circular A-122 Cost Principles for Non-Profit Organizations

#### **Article XII- Audit Requirements**

All grantees must follow the audit requirements of OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations. The main requirement of this OMB Circular is that grantees that expend \$500,000.00 or more in Federal funds in one year (from all Federal sources) must have a single audit performed in accordance with the circular.

As a condition of receiving funding under this grant program, you must agree to maintain grant files and supporting documentation for three years upon the official closeout of your grant. You must also agree to make your grant files, books, and records available for an audit by DHS, the General Accounting Office (GAO), or their duly authorized representatives to assess the accomplishments of the grant program or to ensure compliance with any requirement of the grant program.

**Additional Requirements if applicable** (max 4000 characters)

**FEDERAL EMERGENCY MANAGEMENT AGENCY  
OBLIGATING DOCUMENT FOR AWARD/AMENDMENT**

|  |   |  |   |                            |
|--|---|--|---|----------------------------|
| 1. AGREEMENT NO.<br>EMW-2008-FF-01037  | 2. AMENDMENT NO.<br>0   | 3. RECIPIENT NO.<br>95-8000927   | 4. TYPE OF ACTION<br>AWARD  | 5. CONTROL NO.<br>W462165N |
| 6. RECIPIENT NAME AND ADDRESS<br>County of Los Angeles Fire Department<br>1320 North Eastern Avenue<br>Los Angeles<br>California, 90063-3294 | 7. ISSUING OFFICE AND ADDRESS<br>Grants Management, Operations Directorate<br>245 Murray Lane - Building 410, SW<br>Washington DC, 20528-7000<br>POC: Walter Pickett 202-786-9524 | 8. PAYMENT OFFICE AND ADDRESS<br>FEMA, Financial Services Branch<br>500 C Street, S.W., Room 723<br>Washington DC, 20472 |   |                            |
| 9. NAME OF RECIPIENT PROJECT OFFICER<br>Edward Broomfield  | PHONE NO.<br>3238812491   | 10. NAME OF PROJECT COORDINATOR<br>Tom Harrington  | PHONE NO.<br>1-866-274-0960   |                            |
| 11. EFFECTIVE DATE OF THIS ACTION<br>08-APR-09   | 12. METHOD OF PAYMENT<br>SF-270   | 13. ASSISTANCE ARRANGEMENT<br>Cost Sharing   | 14. PERFORMANCE PERIOD<br>From:08-APR-09 To:07-APR-13<br><br>Budget Period<br>From:01-OCT-08 To:30-SEP-09 |                            |

## 15. DESCRIPTION OF ACTION

a. (Indicate funding data for awards or financial changes)

| PROGRAM NAME<br>ACRONYM | CFDA NO. | ACCOUNTING DATA<br>(AACS CODE)<br>XXXX-XXX-XXXXXX-XXXXX-XXXX-XXXX-X | PRIOR TOTAL AWARD | AMOUNT AWARDED THIS ACTION<br>+ OR (-) | CURRENT TOTAL AWARD | CUMMULATIVE NON-FEDERAL COMMITMENT |
|-------------------------|----------|---|-------------------|--|---------------------|------------------------------------|
| SAFER                   | 97.044   | 2009-M8-0001GF-25000000-4101-D                                      | \$0.00            | \$162,700.00                           | \$162,700.00        | \$0.00                             |
| TOTALS                  |          |   | \$0.00            | \$162,700.00                           | \$162,700.00        | \$0.00                             |

b. To describe changes other than funding data or financial changes, attach schedule and check here.  
N/A

16a. FOR NON-DISASTER PROGRAMS: RECIPIENT IS REQUIRED TO SIGN AND RETURN THREE (3) COPIES OF THIS DOCUMENT TO FEMA (See Block 7 for address)

SAFER recipients are not required to sign and return copies of this document. However, recipients should print and keep a copy of this document for their records.

16b. FOR DISASTER PROGRAMS: RECIPIENT IS NOT REQUIRED TO SIGN

This assistance is subject to terms and conditions attached to this award notice or by incorporated reference in program legislation cited above.

17. RECIPIENT SIGNATORY OFFICIAL (Name and Title)  
N/ADATE  
N/A18. FEMA SIGNATORY OFFICIAL (Name and Title)  
Andrea GordonDATE  
05-JAN-09

PINK

## ATTACHMENT B

BOARD OF  
SUPERVISORS  
OFFICIAL COPY

76R 352M 11/83

COUNTY OF LOS ANGELES  
REQUEST FOR APPROPRIATION ADJUSTMENTDEPT'S  
NO. 390-20

DEPARTMENT OF FIRE

MAY 15, 2009

AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2008-09

4 - VOTE

SOURCESFire Department  
Special Operations Budget Unit  
Federal - Other  
DA1-FR-90-9001-40100-40041  
\$163,000USESFire Department  
Special Operations Budget Unit  
Salaries & Employee Benefits  
DA1-FR-1000-40100-40041  
\$129,000Fire Department  
Special Operations Budget Unit  
Services & Supplies  
DA1-FR-2000-40100-40041  
\$34,000

## SUMMARY TOTAL

## SOURCES:

\$ 163,000

## USES:

\$ 163,000

JUSTIFICATION: TO RECOGNIZE SAFER GRANT REVENUE (EMW-2008-FR-01037) TO ENHANCE THE ABILITIES OF LOCAL FIRE DEPARTMENTS TO COMPLY WITH STAFFING, RESPONSE, AND OPERATIONAL STANDARDS.

  
 ASSISTANT CHIEF, FINANCIAL MANAGEMENT DIVISION

CHIEF EXECUTIVE OFFICER'S REPORT

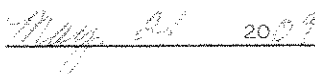
REFERRED TO THE CHIEF  
EXECUTIVE OFFICER FOR:

ACTION

 RECOMMENDATION

APPROVED AS REQUESTED

AS REVISED

 2009  
 CHIEF EXECUTIVE OFFICER

AUDITOR-CONTROLLER

BY APPROVED (AS REVISED):  
BOARD OF SUPERVISORS

20

NO. 218

May 19 20 09

BY

DEPUTY COUNTY CLERK

SEND 6 COPIES TO THE AUDITOR-CONTROLLER